

Instructions for State & Local Emissions Inventory System (SLEIS)

SLEIS Emissions Inventory Submittals

- a. All facilities subject to Air Emissions Reporting Requirements (AERR) must submit emissions inventory reports to the Clean Air Branch (CAB) electronically using SLEIS.
- b. For 2014 emissions inventory reporting, SLEIS **2014 Emission Reports** will be available for facility inputs on **May 1, 2015**.
- c. The deadline for 2014 emissions inventory reporting through SLEIS is **August 1, 2015**. The deadline for receipt by CAB of 2014 emissions inventory reporting certification information (discussed below) is **August 8, 2015**.
- d. After successfully submitting an emissions inventory report electronically, responsible officials will receive a confirmation email from SLEIS with confirmation number. Attached to the email will be a SLEIS emissions report with signature page. This report is also downloadable from the *View Submission History* page accessed from the SLEIS homepage at: <https://eha-cloud.doh.hawaii.gov/sleis>.
- e. For certifying the electronic emissions inventory data, responsible officials must also fill out, sign, and submit the SLEIS Electronic Certification Form to CAB. This form includes a space for the SLEIS submission confirmation number. The SLEIS Electronic Certification Form can be downloaded from the SLEIS homepage.
- f. After successfully sending your emissions inventory report electronically to CAB with SLEIS, you must submit the associated certification information to CAB:
 - 1) Submit the original signed SLEIS Electronic Certification Form by mail; and
 - 2) Email an electronic copy of the SLEIS emissions report with signature page, and SLEIS Electronic Certification Form to: CABemissions@doh.hawaii.gov. The responsible official that signed the SLEIS Electronic Certification Form must be included in the list of email recipients or be the sender of the email.

Reminder – Other Submittals

Each year, you are responsible for submitting other items, including the following:

- 1) Annual fee forms;
- 2) Annual fee payment (for operation in the prior calendar year); and
- 3) An electronic copy of the Greenhouse Gas Summary Report from e-GGRT to: CABemissions@doh.hawaii.gov

Please fill out the forms completely, make copies of the documents for your records, and mail the original signed forms with associated documents to:

Clean Air Branch
Hawaii Department of Health
919 Ala Moana Boulevard, Room 203
Honolulu, Hawaii 96814

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